



Corps Network Educational Award Program

Member Orientation Checklist & Verification

TOPIC	✓ Initial	WHAT TO COVER
National Identity	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	History of AmeriCorps The AmeriCorps vision (how participants are part of something larger) AmeriCorps organization chart Orientation PowerPoint presentation Member pledge Member contract
Term of Service	<input type="checkbox"/> <input type="checkbox"/>	AmeriCorps – minimum 900 hours or 1700 hours (depending on term) Basic 40–hour/week schedule (additional hours maybe required)
Eligibility	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Proof of citizenship Age requirement High school diploma or equivalent (for VISTA, this is mandatory) or agreement to obtain one. High school diploma required for tutors. National Sex Offender Registry check, and either a state criminal records check or FBI fingerprint check. After October 2011, members with recurring access to children or the elderly will need all three checks.
L&I (Workers Compensation)	<input type="checkbox"/> <input type="checkbox"/>	Coverage and claims Ensure member knows that Employment Security is the “Employer” and “AmeriCorps Volunteer” is the job title. Submit written claim report to the program for processing.
Member Development	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Required Core Training: AmeriCorps affiliation and program orientation; diversity awareness; effective communication; team building; civic engagement; life after AmeriCorps Project-specific training: weatherization training Reflection journals/portfolios Performance evaluations required twice/year
Post-Service Benefit (Educational Award)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Education award—Member must successfully complete term of service (serve through to the project end date; achieve required hours of service; complete final reflection) May be used to repay qualified student loans, pay cost of attending qualified institutions of higher education, or pay current expenses while participating in approved school-to-work program May be eligible to receive loan forbearance on existing student loan and possibly have interest paid while enrolled in AmeriCorps by the Corporation (obtain forbearance from loan institution) Benefit is non-transferable; it is taxable in year used Members who do not have a GED or high school diploma are not eligible to receive an education award until they complete their high school education <ul style="list-style-type: none"> • Member has seven years to obtain GED or equivalent • Assistance in obtaining GED or equivalent is available Further educational award information available at http://americorps.gov
Leave Policy	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Explain importance of attendance Required to notify supervisor of any absence Approved Absences <ul style="list-style-type: none"> • Must have prior approval by supervisor • Hours away from project while on excused absence do not count toward post-service benefit award Unexcused Absences <ul style="list-style-type: none"> • Unexcused absences may result in termination from the project Disciplinary Suspension —No service hours credited or living allowance paid Administrative Hold —No service hours credited or living allowance paid Holidays —Same as sponsoring site <ul style="list-style-type: none"> • List approved holidays Military Leave Jury Duty—Will earn service hours and receive living allowance



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Prohibited Activities During Service Hours		Refer to Member Contract for full listing, which includes: ____ Lobbying—Partisan political activities ____ Activities of religious nature ____ Voter registration ____ Union/labor organization
Member Grievance Policy and Procedures		Refer to Member Contract and Handbook for complete information Review Process: ____ Try to resolve with supervisor ____ Informal process with our program ____ Formal grievance with our program director ____ If not resolved, there are AmeriCorps procedures
Project Orientation		____ Project goals ____ Project performance measurements ____ Rights and responsibilities ____ Code of Conduct

_____ attended an
(Member Name)

AmeriCorps Orientation on _____ at _____ .
(Date) (Center Location)

Orientation was in compliance with the AmeriCorps Policies C. 2. Orientation FAQ Number: 07 Prov. IV. D. 3.

Must a grantee conduct a member orientation, and if so what should be included?

The grantee must conduct an orientation for members and comply with any pre-service orientation or training required by the Corporation. This orientation should be designed to enhance member security and sensitivity to the community. Orientation should cover member rights and responsibilities, including the Program's code of conduct, prohibited activities (including those specified in the regulations), requirements under the Drug-Free Workplace Act (41 U.S.C. 701 *et seq.*), suspension and termination from service, grievance procedures, sexual harassment, other non-discrimination issues, and other topics as necessary.

Member Signature

Date

Program Director or Supervisor Signature

Date